Inmate Counts

501.1 PURPOSE AND SCOPE

Inmate counts are vital to the security of the facility, the safety of the staff and the welfare of the inmates. This policy establishes guidelines for the frequency of inmate counts, which ensures that all inmates and their status can be accounted for at any time.

501.2 POLICY

It is the policy of this office to account for all inmates within and under the control of this facility through scheduled and other counts as needed.

501.3 PROCEDURE

The Chief Deputy of Corrections or the authorized designee shall be responsible for creating and maintaining a written procedure establishing the process and frequency of counts. Inmate counts shall be 303K Emergency counts may be conducted at the direction of the Shift Supervisor as needed. Electronic counts shall not be substituted for direct staff observation.

All counts shall be documented in the electronic activity log. Counts shall include all inmates in custody, including those on work assignments, furlough, education release, and those who are off-site, such as the hospital or court.

Any discrepancy in the count should immediately be reported to the Chief Deputy of Corrections On Duty Supervisor (ODS) and resolved prior to the release of the shift personnel responsible for the count.

In the event that an escape is discovered during the inmate count, the Shift Supervisor will initiate action to investigate the escape by promptly notifying law enforcement agencies and the Chief Deputy of Corrections, initiating a search, and complying with other procedures as needed in accordance with the Facility Emergencies Policy.

A complete report of the incident will be prepared and provided to the Chief Deputy of Corrections as soon as practicable.

All count records are maintained electronically within the electronic activity log. Count sheets shall be maintained for a period of time prescribed by statute, ordinance or policy.

Formal Counts

303K

Counts will occur at approximately the following times:

303K

303K

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